**Email Etiquette and Safety Learning Log**

**Name:   
Class:   
Date:**

This learning log is designed to go with [Email 101, Tips for email success](http://www.gcflearnfree.org/email101/4.2).

**Tip 1: Include a greeting**. In the space below type a sample greeting, pretending you are writing an email to your teacher asking for information about a homework assignment.

**Tip 2: Be Clear and Concise.** Write the subject for your email clearly and be brief.

**Tip 3: Check your tone**. Phrase your request or question about the assignment below.

**Tip 4: Reply Carefully.** In the space below type a sample reply, pretending you are writing a reply back to your teacher asking for more information.

Tip 5: Why should you **Review before sending**? Write a couple of complete sentences explaining why you should read your email carefully before hitting send. What are some things you should check it for?

Tip 6: **Text formatting.** List 3 reasons with examples of why shouldn’t you use fancy text formatting.

Tip 7: Write the **signature** you would use below.

TIP 8: WHY AVOID **ALL CAPS**?

Tip 9: If you see **Fwd: Fwd: Fwd** with a lot of people copied on the email, what should you do? Why is it not a good idea to send it on to others?